

COMPTROLLER

31 May 1951

DEPUTY COMPTROLLER

Records Management

1. The following records are being maintained in the Office of the Deputy Comptroller:

- a. Files of correspondence directed exclusively to this office, not destined for action for action by the Finance Division.
- b. Copies of all correspondence initiated by this office.
- c. Summary Kardex files on agent contracts.

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Deputy Comptroller

RDE:mes

Adm. General